

Vendor Financial Status Inquiry

Date: [Insert Date]

To: [Vendor's Name]

Address: [Vendor's Address]

Subject: Financial Status Inquiry

Dear [Vendor's Name],

We hope this message finds you well. As part of our regular vendor assessment process, we would like to inquire about your current financial status. This information is vital for us to ensure a mutually beneficial and sustainable partnership.

Specifically, we request the following details:

- Latest financial statements (income statement and balance sheet)
- Any recent changes in ownership or management
- Information on any pending legal or financial issues
- Details of any significant changes in business operations

We appreciate your attention to this request and look forward to your prompt response by [Insert Due Date]. Please feel free to reach out if you have any questions or require further clarification.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]